

Meeting Evaluation

Given the amount of time that we all spend in meetings, is it not surprising how seldom the effectiveness of a meeting is evaluated? We evaluate and work to improve almost everything else, why not do the same for meetings? At the end of your meeting, you should distribute an evaluation form like the one below. If you are holding the meeting on a regular basis, like a weekly project update meeting, distribute the form only once in every four meetings to ensure that meeting quality maintains a high standard.

Meeting Evaluation

To:

From:

Date:

Title/subject of meeting:

Date of meeting:

1. Did the meeting achieve its objective(s)?
2. Was the meeting time managed effectively?
3. How well did the meeting leader manage interpersonal relationships?
What could be improved?
4. What aspects of the meeting could have been better?

Thank you for your feedback!